

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 11th September 2019



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Jill Iles (JI) Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Heather Pickstock (HP) Pam Pollard (PP) Andy Thatcher (AT) Toby Willis (TW)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Chris Bird (CB)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 17.7.19</p> <p>With the amendment of date in heading the minutes were signed off as a true record of the meeting.</p>	
5	<p>MATTERS ARISING FROM MEETING 17.7.19</p> <p>ME to update TOR – achieved. ME thanked TW & SP for their help in checking these documents. ME to meet with HP to discuss media partner – ongoing. ME to thank staff in Ravenswood Post – achieved. SLT to consider viewing DBS forms – ongoing. Question: If we go down this line, would we always have to carry DBS with us? Answer: in theory yes, but could have photocopy or photo on phone. MS to check with school as to why they do this. SEN information report to be uploaded to website -achieved. LC to send 3-year comparison to all governors – achieved.</p>	MS to phone school re DBS.
6	<p>APPOINTMENTS OF CHAIR/DEPUTY CHAIR</p> <p>ME mentioned that only one governor had been nominated for each</p>	

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	<p>appointment. ME had been nominated for as Chair and TW as Deputy Chair. Question: is there a restriction on length of term of office for the Chair? Answer: no fixed length but no longer than 8 years is the NGA guidance. This would be ME's 6th year. PP proposed and SP seconded the nomination of ME as Chair, the Governors unanimously approved the appointment. Challenge Question: is this something we need to do? Answer: yes, it is in the constitution that elections take place each September for Chair and Deputy Chair. PP proposed and JI seconded the nomination of TW as Deputy, the Governors unanimously approved the appointment.</p>	
7	<p>COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE ME suggested that the structure of the committees stays the same as there seems to be no valid reason to change them. ME reported that AT's term of appointment ran out on 8/9 and as a parent governor, a parent election would need to take place to re-elect him. As this will take some time, it was suggested that he be elected as an associate, until a parent election can take place. (ME has sought guidance from Marianne Sealey at SSE). Question: is there a time limit for an associate? Answer: no, it's the same length ME proposed and PP seconded AT being elected as an Associate, the Governors unanimously accepted the election. ME reported that at the last meeting it was agreed that references should be sought prior to election of a governor. This has been added to the terms of reference. Question: Under item 5, specific delegated powers, it mentions "reviews the size of school in September"? Are we still in the same size range? Answer: Yes, even though we have had an increase we are still in the same range. The school would need to increase by a significant number of pupils to change this. Question: Each May it says we approve the budget, which year's budget do we approve? Answer: the following LA Financial Year BUSINESS COMMITTEE SP was nominated as Chair, ME proposed and TW seconded. AT was appointed as Vice Chair with MS, SI, HP, CB and ME as other members. PUPIL COMMITTEE TW was nominated as Chair ME proposed and PP seconded. PP was appointed as Vice Chair with MS, JI, SMM, ME and IO as other members. PAY COMMITTEE – REPRESENTATIVE FROM PUPIL/BUSINESS/FGB This committee meets once a year to review staff progression and pay increases. It was agreed for SMM, HP and ME to be on the committee. HEADTEACHER PM</p>	<p>ME to set date ASAP.</p>

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	<p>This committee meets three times a year and along with external advisor looks at progress and objectives of HT. ME proposed that the committee stays the same for consistency, which is AT, PP and ME. Governors agreed to this suggestion.</p>	
8	<p>APPOINTED GOVERNORS KB & ME reported that it would be desirable to have a Governor responsible for Mental Health and one for Curriculum.</p> <p>PUPIL VOICE – It was agreed that PP do P16 and JI do Pre 16.</p> <p>SAFEGUARDING/QUALITY ASSURANCE OF RECORD KEEPING CHILDREN WHO ARE LOOKED AFTER - It was agreed that Mental Health would come under this umbrella and PP happy to continue to do this. It was agreed that if PP finds the role too wide then she must let the Governors know.</p> <p>E-SAFETY - It was agreed that this continue to be under H&S with AT responsible for this.</p> <p>SEN GOVERNOR – This is the role of the Chair - ME</p> <p>CURRICULUM – It was agreed that KB & SMM look at developing this role.</p>	<p>KB to send dates to JI.</p>
9	<p>DECLARATION OF PECUNIARY INTEREST ME circulated these forms for signing.</p>	
10	<p>FREEDOM OF INFORMATION REQUESTS None.</p>	
11	<p>CODE OF CONDUCT FOR GOVERNORS No changes have been made to this document.</p> <p>Question: TW said he didn't receive an induction pack when elected as governor, should he?</p> <p>Answer: Yes, SP did receive one but SMM didn't either.</p> <p>Correction: under Confidentiality the wording 'no car park discussions' was removed.</p> <p>Question: Do we ever have red papers?</p> <p>Answer: yes occasionally, but usually there is no paperwork for confidential items.</p> <p>Question: under removal of governor who is responsible for removing parent governors?</p> <p>Answer: The governors would be responsible as they were the one who appointed them.</p> <p>Challenge Question: How do parents discuss or raise issues with parent governor? Is that the role of parent governor?</p> <p>Answer: after some discussion it was agreed that the parent governor could represent parents if they wanted to. Parents could contact through website and it was suggested that a photo of TW could go up in reception as he is now vice chair. Parents could also be reminded through newsletter that TW is available if needed.</p>	<p>ME to check induction pack with Marianne Sealey SSE</p>
12	<p>INSTRUMENT OF GOVERNANCE This document was updated in June/July and as no changes have been made since then it is still valid.</p>	

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13	<p>GOVERNORS' ALLOWANCES</p> <p>This document has not been changed since last year and it was agreed that the figures were still correct. SP suggested that we amend the policy to include cycling and walking, subject to HMRC guidelines. With these amendments the policy was adopted.</p>	<p>SP to check HMRC guidelines.</p>
14	<p>GOVERNOR TRAINING PLAN – SAFEGUARDING AND PREVENT</p> <p>ME reminded governors to complete safeguarding and Prevent training if not up to date. TW and ME to work on audit of governor skills.</p>	<p>ME to check dates. TW/ME audit governor skills</p>
15	<p>ANALYSIS OF GCSE AND FUNCTION SKILLS RESULTS</p> <p>MS reported that the GCSE and function skills results had been good with most getting grades 1 & 2. Again, this year pupils did better in English than Maths. Challenge Question: Did pupils achieve predicted grades? Answer: yes, and some exceeded expectations.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>PEER ON PEER ABUSE</p> <p>This is a new policy which was put together quickly. After discussion it was agreed due some errors and lack of clarity that MS would look at it again and bring to next meeting. It was also suggested that there was an appendix and cross reference to other documents.</p> <p>SAFEGUARDING AND CHILD PROTECTION</p> <p>This is a global policy and is up to date. There is no self-harm or Mental Health policy at present but with the proviso that this would be looked at the governors unanimously adopted the policy.</p>	<p>MS to bring amended policy to next meeting.</p>
17	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Peer on Peer Abuse Policy, Safeguarding. 2. ADVANCE EQUALITY OF OPPORTUNITY – Fundraising Events, Parent Governor. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Fundraising Events, Car Boot sale, Sports Hall. 	
23	<p>CORRESPONDENCE - None.</p>	
24	<p>AOB</p> <p>SUMMER HOLIDAY WORKS</p> <p>ME reported that the planned works were carried out in the summer holidays but not without some issues. Kevin the caretaker had found some issues with the fire breaks. This has now been resolved but ME suggested sending a thank you card to Kevin for his hard work and diligence. The Governors agreed with this. Staff still received their MAPA and Child Protection training during the inset days. The staff helped with cleaning and getting the school ready for</p>	<p>ME to send card to Kevin.</p>

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	<p>beginning of term during the three days of closure agreed by the Governors in July.</p> <p>ME reported that there had been more decorating done during the holidays, thanks to ME, DP and her husband.</p> <p>MS reported that staff and pupils had settled back well into school and he was just beginning to catch up. The number of pupils at present is 113 with the number possibly rising to 115.</p> <p>MEETING WITH NAILSEA TOWN COUNCIL</p> <p>ME reported that he had met with Chairman Councillor Jan Barber to discuss the Sports Hall but also mentioned that young people were being turned away from the school, but we could accommodate them if we had an extra classroom in VLC or portacabin with toilet.</p> <p>MAPA TRAINING</p> <p>MS reported that the MAPA director (one of the trainers during the INSET days) was really impressed with the reduction of RPI in the school and the journey the school had been on. She asked if MAPA could publish something about that journey.</p> <p>VOLUNTEERS DAY</p> <p>ME reported that the volunteer's day on 3rd September had gone well with tree felling, hedge trimming and sensory garden revamped.</p> <p>FUNDRAISING/SPORTS HALL</p> <p>There are 10 volunteers from the school going to BCFC on 5th October with buckets to raise money for the sports hall. ME had organised printed tabards for the volunteers to wear.</p> <p>Jane Hawkes is holding an intra sport event to raise money for the sports hall.</p> <p>ME reported that he had written to 120 businesses in Nailsea asking for support of the sports Hall. He has also written to Liam Fox.</p> <p>HP said it would be worth contacting National Grid and Western Power to see if they could help.</p> <p>ME/MS have also engaged with Kirsty Budge (Somerset CC External Funding Officer) who has agreed to produce a list of charity trust funds. Gary Freeman, a friend of ME who has worked on RSPCA projects was also at the meeting and has agreed to contact funding sources on behalf of the school.</p> <p>ME had a meeting with Jan Barber and Jo Duffy to ask if they would like to be involved on any level, it is now an agenda item at next NTC meeting</p> <p>MS has invited new councillors into the school on 24th September.</p> <p>ME is also visiting Banwell Primary School to look at their newish sports hall. There is also a Car Boot sale on 22nd September from 8am – 12am.</p>	

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	WIKIPEDIA TW said that Ravenswood was not listed as a school on a Nailsea Wikipedia page. TW agreed to write something and bring to next meeting.	TW to write wiki info.
25	DATE OF THE NEXT MEETING 4.45 pm Wednesday 23 rd October 2019	
	MEETING CLOSED AT 6.30pm	

SIGNED.....DATED